

<div style="float: right; text-align: right;">1 + X 2</div> <div style="clear: both;"></div> <div style="text-align: center;"> Approved For Release : CIA-RDP70-00211R000100290011-6 REQUEST OR PROPOSAL FOR MANAGEMENT ASSISTANCE FROM O&M SERVICE </div>		TYPE OF PROJECT <input type="checkbox"/> Survey <input type="checkbox"/> System <input type="checkbox"/> Specific Problem
ORGANIZATIONAL COMPONENT REQUESTING SERVICES		DATE OF REQUEST
ELEMENTS OF PROJECT <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> (1) Organization</div> <div style="width: 50%;"><input type="checkbox"/> (3) Procedures</div> <div style="width: 50%;"><input type="checkbox"/> (5) Work Measurement</div> <div style="width: 50%;"><input type="checkbox"/> (7) System & Equipment</div> <div style="width: 50%;"><input type="checkbox"/> (2) Staffing</div> <div style="width: 50%;"><input type="checkbox"/> (4) Reporting</div> <div style="width: 50%;"><input type="checkbox"/> (6) Records & Files</div> <div style="width: 50%;"><input type="checkbox"/> (8) Staff Study</div> </div>		
TITLE OF PROJECT <div style="text-align: center; padding-top: 10px;"> Survey of Cable Distribution, Logging, Reference and Copy Retention Requirements </div>		
BRIEF DESCRIPTION OF PROJECT <div style="padding-top: 20px;"> <p>Conduct an Agency-wide survey of cable distribution, logging, reference and copy retention requirements in order to recommend actions regarding:</p> <ul style="list-style-type: none"> a. Eliminating the reproduction, distribution, logging and storing of unnecessary copies of cables; b. Simplifying and standardizing logging procedures; and c. Establishing the reference requirements and determining how, what and where copies of cables should be retained. </div> <div style="margin-top: 50px; text-align: center;"> <p><i>Concurrence:</i></p> <p><i>Wille</i></p> </div>		
FOR USE OF REQUESTING OFFICE TIMING CONSIDERATION (starting date desired & condition of urgency, if any)	FOR USE OF O&M SERVICE NAME OF ANALYST DEVELOPING PROJECT <hr/> <div style="display: flex; justify-content: space-between;"> <div>ESTIMATED MAN DAYS REQUIRED</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Analyst</div> <div>Clerical</div> <div>Total</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div>STARTING DATE APPROVED</div> <div>TARGET DATE</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div>NAME, TITLE & SIGNATURE OF REQUESTOR</div> <div>ASSISTANT MANAGEMENT OFFICER</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div></div> <div>MANAGEMENT BOARD APPROVAL</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div>OTHER APPROVAL, IF REQUIRED</div> <div>DATE OF MANAGEMENT BOARD ACTION</div> </div>	
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ORGANIZATIONAL COMPONENT REQUESTING SERVICES		DATE OF REQUEST
ELEMENTS OF PROJECT <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> (1) Organization</div> <div style="width: 33%;"><input type="checkbox"/> (3) Procedures</div> <div style="width: 33%;"><input type="checkbox"/> (5) Work Measurement</div> <div style="width: 33%;"><input type="checkbox"/> (7) System & Equipment</div> <div style="width: 33%;"><input type="checkbox"/> (2) Staffing</div> <div style="width: 33%;"><input type="checkbox"/> (4) Reporting</div> <div style="width: 33%;"><input type="checkbox"/> (6) Records & Files</div> <div style="width: 33%;"><input type="checkbox"/> (8) Staff Study</div> </div>		
TITLE OF PROJECT Survey of Cable Distribution, Logging, Reference and Copy Retention Requirements		
BRIEF DESCRIPTION OF PROJECT <p style="margin-left: 40px;">Conduct an Agency-wide survey of cable distribution, logging, reference and copy retention requirements in order to recommend actions regarding:</p> <ul style="list-style-type: none"> a. Eliminating the reproduction, distribution, logging and storing of unnecessary copies of cables; b. Simplifying and standardizing logging procedures; and c. Establishing the reference requirements and determining how, what and where copies of cables should be retained. <p style="margin-left: 40px;">CONCURRENCE:</p> <p style="margin-left: 40px;">_____ Deputy Director (Support)</p>		
FOR USE OF REQUESTING OFFICE TIMING CONSIDERATION (starting date desired & condition of urgency, if any)	FOR USE OF O&M SERVICE NAME OF ANALYST DEVELOPING PROJECT	
	ESTIMATED MAN DAYS REQUIRED <div style="display: flex; justify-content: space-between;"> Analyst Clerical Total </div>	
	STARTING DATE APPROVED TARGET DATE	
	NAME, TITLE & SIGNATURE OF REQUESTOR	
	ASSISTANT MANAGEMENT OFFICER	
	MANAGEMENT BOARD APPROVAL	
OTHER APPROVAL, IF REQUIRED	DATE OF MANAGEMENT BOARD ACTION	
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REQUEST OR PROPOSAL FOR MANAGEMENT ASSISTANCE FROM O&M SERVICE		Approved For Release : CIA-RDP70-00211R000100290011-6 TYPE OF PROJECT <input type="checkbox"/> Survey <input type="checkbox"/> System <input type="checkbox"/> Specific Problem	
ORGANIZATIONAL COMPONENT REQUESTING SERVICES		DATE OF REQUEST	
ELEMENTS OF PROJECT <input type="checkbox"/> (1) Organization <input type="checkbox"/> (3) Procedures <input type="checkbox"/> (5) Work Measurement <input type="checkbox"/> (7) System & Equipment <input type="checkbox"/> (2) Staffing <input type="checkbox"/> (4) Reporting <input type="checkbox"/> (6) Records & Files <input type="checkbox"/> (8) Staff Study			
TITLE OF PROJECT Survey of Cable Distribution , Logging, Reference and Copy Retention Requirements			
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FOR USE OF REQUESTING OFFICE		FOR USE OF O&M SERVICE	
TIMING CONSIDERATION (starting date desired & condition of urgency, if any)		NAME OF ANALYST DEVELOPING PROJECT	
		ESTIMATED MAN DAYS REQUIRED Analyst Clerical Total	
		STARTING DATE APPROVED TARGET DATE	
NAME, TITLE & SIGNATURE OF REQUESTOR		ASSISTANT MANAGEMENT OFFICER	
		MANAGEMENT BOARD APPROVAL	
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